

BRA EMPLOYMENT OPPORTUNITY**TITLE:** PROJECT ASSISTANT*(1 Position Remaining)***EMPLOYMENT STATUS :**BRA (Development Program Employee)

See Definition on Reverse

DEPT/DIV : ECONOMIC DEVELOPMENT**JOB VACANCY POSTING NO.** 5-01**POSTING DATE:** 2/1/01**EXTERNAL DATE:** 2/14/01**POSITION FILLED:****DATE:****NAME:**

SUMMARY: Under direction of the assigned Deputy Director, assist with the coordination of various projects as assigned. Anticipate and follow through on matters that involve project management. Assist in the coordination of the design and development review process of commercial and residential projects through to preparation of final proposal for Board consideration. Generally, serve on small- or medium-sized projects; may assist on large, complex projects.

As assigned, coordinate the review and evaluation of mid-size commercial and residential proposals submitted by developers. Assist in coordinating passage of proposal through design and development review process. As assigned, initiate contact and coordinate review and input from all involved parties. Monitor timetables.

Assist in coordinating feasibility studies of the project, including proposed use and cost, conformity with zoning requirements, traffic studies, land use studies, environmental impact, etc. Compile and prepare reports and memoranda documenting methods and outcomes for supervisor review and subsequent distribution to involved parties.

As assigned, assist Project Managers in coordinating meetings with developers and architects to negotiate agreements and revisions to project design and development.

Coordinate the scheduling of meetings with community groups, citizen advisory groups or task forces, abutters, and other interested public entities to present and discuss proposed project

Assist in coordinating development review process with city, state, and federal agencies and private interests.

As assigned assist in the production of final proposal for Board presentation.

As assigned assist in the preparation of land disposition agreements, ground leases, licenses, developer's kits, design guidelines and planning documents for review by supervisor and subsequent distribution and approvals.

As assigned, assist in preparing urban design and planning proposals, including perspective drawings and other design graphics for use in negotiations with developers about building heights, density and land use.

Assist in planning and formulating financing strategies for projects. May participate in identifying potential tenants, developing leases, brokering sales, etc.

Research recommendations on the disposition, sale and/or redevelopment of City and/or BRA-owned parcels. Assist in preparing guidelines for development on BRA-owned parcels.

Prepare reports, memoranda, recommendations and other materials for supervisor to present to BRA Board for review.

May assist in construction project monitoring.

Maintain and update current knowledge of Boston economy, industrial base and neighborhoods.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Bachelor's degree or equivalent and one to three years business experience. Good public contact and presentation skills are needed. Experience with office software a plus.

GRADE: 17**HIRING RANGE:** \$35,710.07- \$42, 872.63

To apply: Submit resume/application to Human Resources, BRA, 43 Hawkins Street, Boston MA 02114.

An Affirmative Action/Equal Opportunity Employer

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.